



2023 CITY COUNCIL HANDBOOK UPDATE





TODAY'S AGENDA

1

Updates

2

Administrative Changes & Enhancements

3

Council Referrals & Rules Committee
Suggestions

4

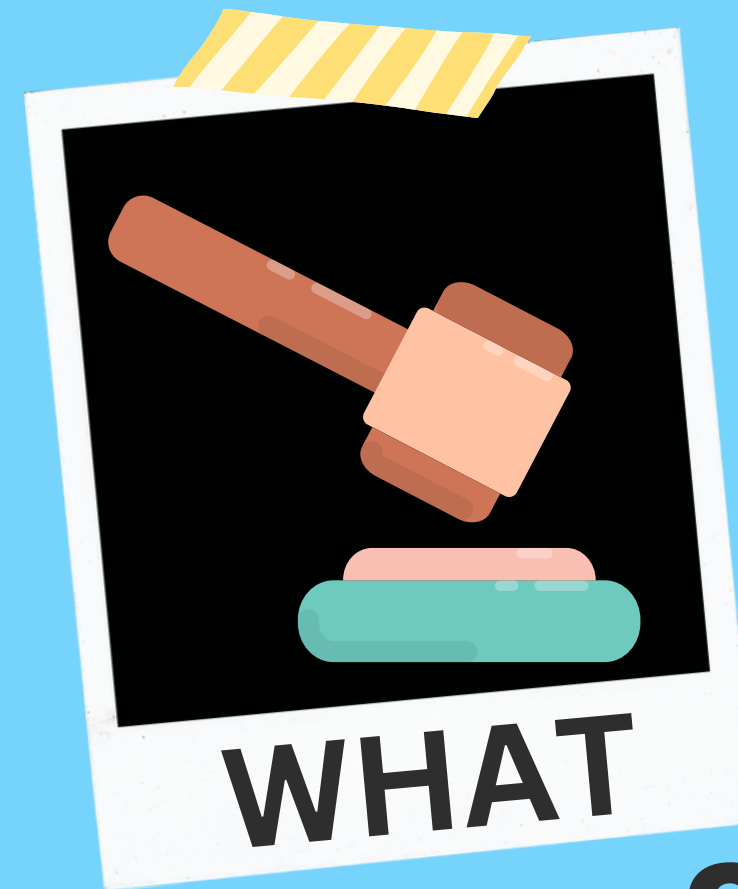
Discussion Items

5

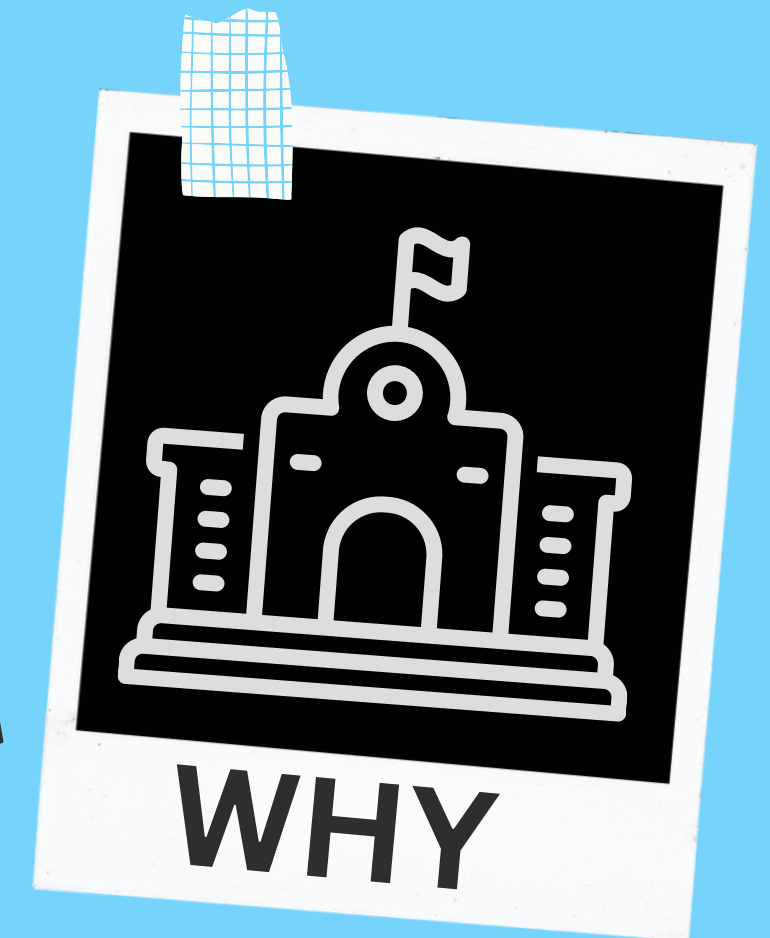
Actions on Discussion Items

6 UPDATES

- Guiding document for City Council
 - Outdated Processes & Procedures
 - Consistent with Current Practice
 - In-line with Approved Ordinances
 - Reflect Councilmember Referrals
 - Reflect Rules Committee Referrals
 - Grammar and Spelling Issues
 - Formatting Edits
 - ADA Compliance
 - Digital Age



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ADMINISTRATIVE CHANGES & ENHANCEMENTS

1

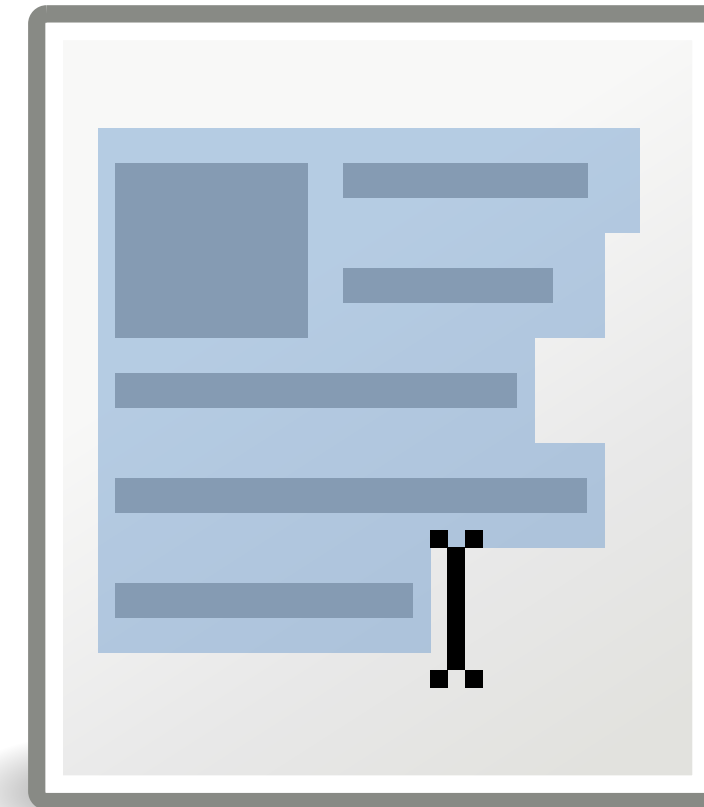
Modern Format Upgrade

2

Order and Flow Updated

3

Appendices Updated



REFERRALS & RULES COMMITTEE SUGGESTIONS



- General Powers & Responsibilities of Council - Page 8
 - Vice Mayor Role - Page 9
-
- Council as Other Agencies - Page 11
 - Urgent Referrals - Page 13
 - Requests for Proclamations - Page 13
 - Council Chambers Expectations of Decorum - Page 19
 - Council Actions - Page 19
 - Councilmember Correspondence - Page 37
 - Agenda Order - Page 23
 - Boards and Commissions Updates - Page 47 -59

GUIDE TO FIND THE EDITS

Handbook Item	Status	Original Page #	New Page #	Discussion Item
General Powers and Responsibilities of the Mayor and Council	New info added	6	8	
Powers and Duties of the Council	Moved from p. 10	7	9	
Selection and Role of the Vice Mayor	New info added	8	9	Yes
Council: Serving as members of other agencies	Edited	10	11	
Incompatible Office or Employment	New info added	11	11	
Mayor/Council Compensation	Updated to reflect current ordinance	11	11	
Non-Interference with Administrative Service	Moved from p.	11	12	
Council Goals and Priorities	Edited	12	12	
Requests for Future Agenda Items and Urgent Referrals	Added	12	13	Yes
Requests for Proclamations	Added	13	13	
Reimbursement for Expenses (includes Technology, Travel/Training and Apparel Allowance)	Moved from Appendices	13 - 15	14 - 16	Yes
Regular Meetings	Edited	16	17	Yes
Work Sessions	Added – separated from Regular Meetings and moved from p. 17	16	17	
Special Meetings	Edited	16	17	
Closed Sessions	Edited	16	17	Yes
Public Participation	Moved up from p. 19	18	19	

Handbook Item	Status	Original Page #	New Page #	Discussion Item
Council Chambers Rules of Decorum	Edited with clarifying language added	18	19	
Agenda – Order of Business	Edited to move Consent up and public hearings in front of Council Calendar	23	23	
Distribution of Agenda	Edited for current practice	24	24	
Requests by Members of the Council to Schedule Agenda Items	Moved up and incorporated into Requests for Future Agenda Items	25	13	
Persons Authorized to be within Platform	Moved for flow from p. 37	25	18	
Councilmember Deliberations	Moved for flow from p. 37	36	37	
Ordinances and Resolutions - Reading	Edited for current practice	38	39	
Boards and Commissions	Updated to reflect current boards and commissions	43 - 46	43	
Boards and Commissions Profiles	Updated to reflect current boards and commissions	47 - 64	47	
Appendix C - Guidelines Regarding Reimbursement for Councilmember Expenses	Moved into the handbook	69	N/A	
Appendix D – Guidelines for Councilmember Town Hall Meetings	Removed to reflect current practices	71	N/A	



LET'S BEGIN!

Discussion Items



DISCUSSION ITEM

1

Selection and Role of the Vice Mayor - Page 9

- Election year incumbent candidates may not serve as Vice Mayor
- Vice Mayor subject to resignation if run for election
- Ballot designation may not include words Vice Mayor
- May not use words Vice Mayor for campaign purposes

Considerations

- Vice Mayor is appointed
- Affect other seats representing SL?
- Can Vice Mayor run for Mayor?

- No Specific Rules Committee

Recommendation

- Accept the Discussion Recommendations



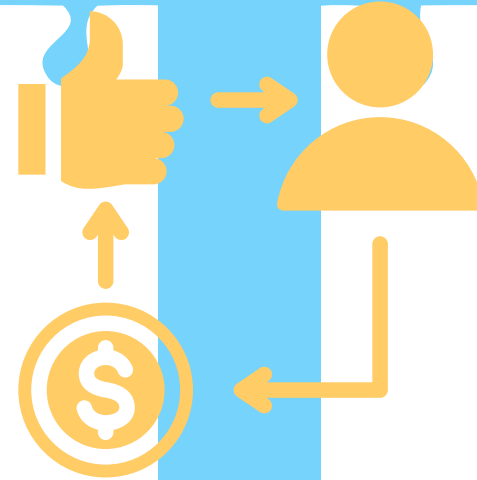
VICE MAYOR ROLES

DISCUSSION ITEM

2

Requests for Future Agenda Items & Urgent Referrals - Page 13

- Requests added to Priority List
- Urgent Referrals
 - Life, Health & Safety of Community, Legislative & Finance Consequences to the City
 - Require 2/3 Vote (5 members)



Considerations

- Have to meet minimum criteria to move forward
- Super majority approval ensures Council support
- No Specific Rules Committee Recommendation
- Accept the Discussion Recommendations

COUNCIL REFERRALS

DISCUSSION ITEM

3

Closed Session Meetings - Page 17

- Should they be shorter?
- Should they start at 5:30 or 6:00 pm

Considerations

- Start later, only one item to discuss
- May result in more closed session meetings
- No Specific Rules Committee

Recommendation

- Accept the Discussion Recommendations

4

Regular Meeting Times - Page 17

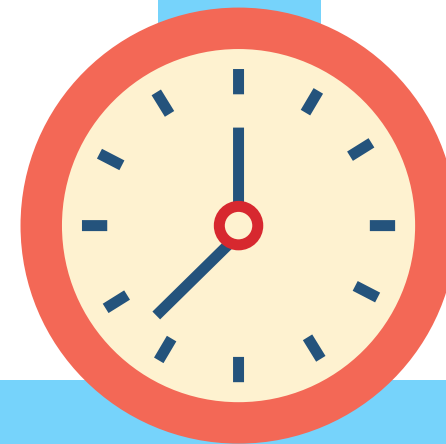
- Should they start at 6:30 or later?

Considerations

- Previously started at 7 pm
- Accommodate lengthy meetings
- Encourage public participation
- No Specific Rules Committee

Recommendation

- Accept the Discussion Recommendations



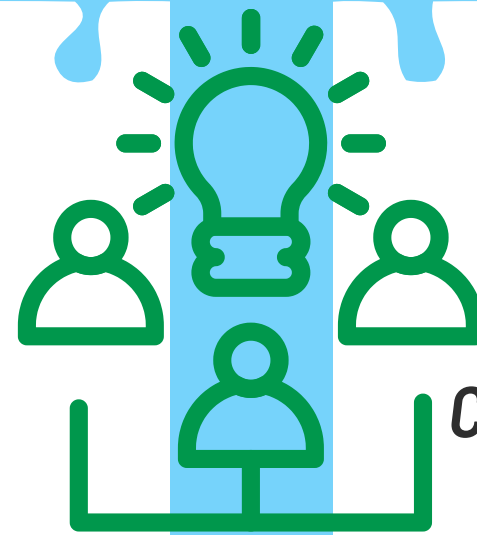
MEETING TIMES

DISCUSSION ITEM

5

Travel and Training - Page 15

- Increase Annual Travel and Training
 - \$15,000 Mayor
 - \$10,000 Councilmember
- Limited to conferences and legislative activities only
- Gift unused funds
- End of year report including costs
- Reports on Consent Agenda



Considerations

- Cost of travel has increased
 - More educated Council
 - Unused funds can be gifted
 - Increased transparency showing where money is spent
 - No Specific Rules Committee
- Recommendation
- Accept the Discussion Recommendations

TRAVEL & TRAINING

ACTION

VICE MAYOR ROLES

Decision

COUNCIL REFERRALS

Decision

MEETING TIMES

Decision

TRAVEL & TRAINING

Decision

